



WEBSTER SZANYI LLP

Heather L. Dechert
Partner

June 10, 2025

Via Email Only

Mayor Angel Javier, Jr.
c/o John Gavenda, Esq.
Village of Albion
35-37 East Bank Street
Albion, NY 14411

Re: Village of Albion – Review/Revise Employee Handbook

Dear Mayor Javier:

Thank you for selecting Webster Szanyi LLP to represent the Village of Albion in connection with the revision of its employee handbook. The terms of our representation in this project are set forth in this letter. Please provide our firm with an initial retainer in the amount of \$3,750.00, representing approximately half of the estimated cost of the project.

We will only bill you for work actually performed; therefore, we will bill our fees against the retainer until exhausted. Our fees reflect the value of our services and are based on hourly billing rates that take into account the complexity of the matter, the skill and experience required to perform the services, the time constraints imposed by the circumstances and the size of the matter, among other factors. Consistent with our other work performed on Village employment matters, my time will be billed at \$300 per hour. Associates will be billed at \$250 per hour, and paralegals at \$120 per hour. We will always endeavor to use lawyers with the lowest billing rates for the tasks that are suitable to their level of experience and expertise. Our rates are reviewed annually and may be increased during the course of our representation. Once the retainer amount is exhausted, we will bill you monthly for the services provided thereafter including all disbursements incurred by us on your behalf.

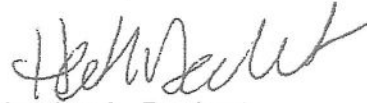
I am enclosing a Statement of Client's Rights which applies to all lawyers in New York State. Please contact me immediately if you ever feel that we are not living up to these requirements.

In order that we might start working on behalf of the Village of Albion, please sign this letter in the space provided and return it to me together with a check in the amount of \$3,750.00.

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We are pleased to continue to work with the Village, and we look forward to continuing our working relationship.

Yours truly,

A handwritten signature in dark ink, appearing to read 'Heather L. Dechert', written in a cursive style.

Heather L. Dechert

HLD:pst
enclosure

Agreed to and accepted:

By: _____
Angel Javier, Jr., Mayor
Village of Albion

Date: _____